

TITLE: Assistant Principal (FLSA EXEMPT)

Domains and Components will be used for the Assistant Principal evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the St. Tammany Parish Public School System's accountability measures as outlined in the Louisiana Accountability System.

**OVERVIEW OF THE POSITION:** To assist the principal with the planning and implementation of a program which creates an environment where teachers have the ability to design and implement a course(s) of study that enable students to learn and develop optimally.

**Domain I: School Vision Component A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.**

- The assistant principal creates an atmosphere for achievement of high academic expectations for all students; providing a clear picture of the schools future.
- The assistant principal ensures that the school vision is lived in practice, encouraging behaviors that support the vision and addressing behaviors that undermine the vision; enlisting the support, ownership, and institutionalization of the vision from various perspectives and lenses.
- The assistant principal places data driven school level goals into the vision which describe how the vision will be attained; adjusting the goals as needed, using student learning outcomes, needs assessments, observations of teacher practices, and participation from stakeholders to ensure they are driving improvements in achievement.

**Domain II: School Culture Component A: Facilitates collaboration between teams of teachers**

- The assistant principal develops a school culture that allows effective teaching and learning to occur through the use of effective and frequent collaboration between teams of teachers.
- The assistant principal reinforces the school culture, along with the teachers, students and stakeholders, through practices and actions that say: *every child, every day and is it good for kids?*
- The assistant principal establishes a culture of learning, wherein teachers identify and teach core academic skills across the curriculum and implement shared instructional practices to improve student achievement; using work that is rigorous and aligned with the Compass rubric.

**Component B: Provides opportunities for professional growth and develops a pipeline of teacher leaders**

- The assistant principal expects professional growth from all members of the teaching staff that is aligned with the vision of the school and the Compass rubric.
- The assistant principal facilitates meaningful, targeted professional development opportunities aligned to teacher needs and designed to improve instructional practice.
- The assistant principal cultivates a pipeline of teacher leaders and develops their leadership skills to provide additional support to teachers in the school and allows them to take on additional leadership opportunities.

**Component C: Creates and upholds systems that result in a safe and orderly school environment.**

- The assistant principal ensures that the school building is clean and safe, all basic facilities are in working order and that the physical plant fosters major academic priorities and initiatives.
- The assistant principal consistently implements and discusses across all classrooms, an age appropriate code of conduct with written values and beliefs, that is aligned with district and school priorities.
- The assistant principal utilizes all support staff, including certificated and support service employees, to strategically support the achievement of school goals.

**Domain III: Instruction Component A: Observes teachers and provides feedback on instruction regularly.**

- The assistant principal observes teachers to provide on-going actionable, clear and transparent feedback on instruction; these observations will become a part of both formative and summative assessments of teacher effectiveness.
- The assistant principal ensures that all instruction is focused on the development and implementation of goals and objectives that are aligned with the Common Core Standards.

**Component B: Ensures teachers set clear, measurable objectives aligned to Common Core.**

- The assistant principal guarantees that all instruction is grounded in and guided by the Common Core Standards.
- The assistant principal implements a curricular scope and sequence that fosters rigorous instruction and activities that are designed to cognitively challenge students using the Common Core Standards.
- The assistant principal supplies teachers with supporting curricular materials that allow them to implement the curriculum with fidelity.

**Component C: Ensures teachers use assessments reflective of Common Core rigor.**

- The assistant principal facilitates and supports staff use of aggregated and disaggregated data to identify and prioritize students' needs in relation to the Common Core Standards.
- The assistant principal will ensure that all assessments are Common Core aligned and will maintain teacher accountability for on-going analysis of student data to provide rigor, differentiation, rapid interventions and updated intervention assignments to reflect student needs and progress.

**Professionalism Competency – Contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.**

- The assistant principal engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The assistant principal collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

**Any and all other duties as assigned. Minimum**

**Qualifications:** United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746. (Louisiana Standards of State Certification of School Personnel) Physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** As contract states

**Reports to:** School principal

**Supervises:** All school personnel at school site

**Salary Range:** Base pay: 125% of base teacher salary; supplemental pay based on school size/ADM. (See Teacher Salary Schedule)

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the teacher competencies and standards and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number (MUNIS ID #):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Evaluator(s)** \_\_\_\_\_

Original - Human Resources Department

Copy-Supervisor

Copy- Employee